

**Administrative Assistant 3
Department of Information Services
Director's Office**

SALARY: \$31,176 – \$40,524 per year (Range 39)

OPENS: November 20, 2009

CLOSES: November 30, 2009

Location: Olympia, Washington

This is a project position with an expected duration through November 2011. Continuation of the project position is depended on grant funding and may extend up to 2014.

Agency Profile

The Washington State Department of Information Services (DIS) provides quality and reliable computing, telecommunications, and Internet services to state and local agencies, tribal governments, educational institutions, and not-for-profit organizations.

As the technology leader for Washington State, DIS provides innovative services so that government agencies can successfully serve the public. DIS also provides support to the Information Services Board (ISB) and other committees.

Job Overview

This position reports to the Broadband Program Manager and is responsible for providing administrative and secretarial duties to help coordinate and organize the Broadband Program's administrative operations.

The candidate for this position serves as a liaison between the Broadband Program Manager and other staff. Represents supervisor at webinars and teleconferences and serves as the first point of contact for external stakeholders. The candidate will monitor and track dues dates, conduct research, provide complex analysis and prepare reports and documentation required at the State and Federal level to support the Broadband Program.

This position provides calendar management and is responsible for some aspects of event planning for a large-scale, high-profile broadband summit and other public forums.

Working for DIS

DIS is an agency on the move. With a talented workforce that has a depth of knowledge and understanding of information technology, DIS provides constructive, reliable and responsive services for all their clients.

DIS offers extensive opportunities for career growth and personal development through workshops, seminars, training and other promotional opportunities.

As one of the top ten places in the country for business and careers (Forbes' Magazine, 2007), and conveniently located at the crossroads of business and leisure, Olympia has become the preferred destination zone for business professionals in the Pacific Northwest.

Olympia is on the Puget Sound and is within easy driving distance of the rugged Olympic National Park, the city of Seattle, Mt. Rainier, Mt. St. Helens, and Pacific Ocean coastal beaches: all offering ample outdoor recreation opportunities. Home to an internationally-recognized educational institution and a vibrant arts scene, Olympia is also the location of the outstanding Farmer's Market, located at the downtown waterfront.

Qualifications

An Associate's degree AND at least one year of experience providing high level administrative support to that required by this position that includes preparing reports and presentations, managing calendars, event planning, etc.

OR

Three or more years of recent progressive experience providing high level administrative support similar to that required by this position preparing reports and presentations, managing calendars, event planning, etc.

AND

- Advanced proficiency in Word, Outlook, PowerPoint, and Excel
- Proven ability to use discretion and good judgment to keep staff informed appropriately of sensitive issues, including maintaining confidentiality at all times.
- A proven history of working well with internal and external customers
- Strong organizational skills, and the ability to effectively prioritize his/her workload when facing more than one deadline
- The ability to thrive in a fast-paced environment and adapt cheerfully to change
- Solid proofreading and editing skills

Desired Qualifications

- Knowledge of the telecommunications industry and broadband issues.

- Working knowledge of state government operations, including the legislative process.

Special Notes

This position is covered by a union security provision. Therefore, as a condition of employment, candidates who are appointed are required to become members of the Washington Federation of State Employees, or pay other representational fees within the first 30 days of employment.

This is a project position with an expected duration through November 2011 with a possible continuation of the projected dependent on grant funding.

Employee Benefits

The State of Washington offers a comprehensive and competitive package of benefits to match the needs of our diverse workforce.

DIS eligible employees can choose from our outstanding [benefit package](#) including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; deferred compensation plans; educational benefits program; paid holidays; Commute Trip Reduction Incentives; training; and state retirement plans.

How to Apply

Please submit a letter of interest with a detailed description of your experience as it pertains to the Qualifications listed. Please include a current resume, [Washington State Application](#) and a minimum of three professional references.

Please send your application materials via email to hro@dis.wa.gov.

Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, may call (360) 902-3543 or Telecommunications Device for the Deaf 1-800-833-6388.

Applicant Profile Form

As a separate part of the application process, you are requested to voluntarily complete and return the [Applicant Profile](#) sheet with your completed application. This information will be treated as confidential. This page will be separated from your application and used by authorized personnel only.

The Department of Information Systems is an equal opportunity employer.

